

Schedule 7

DEPARTMENT OF ECONOMIC DEVELOPMENT

May 11, 2006

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE
7
AGENCY, BOARD OR COMMISSION Department of Economic Development
DIVISION, BUREAU OR OTHER UNIT
Supersedes edition of March 30, 2006

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

Richard J. Bove

TITLE

Director

DATE

5-9-06

PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

A. J. B. J.

STATE ARCHIVES

DATE

5-10-06

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

Jim D. Lee

STATE RECORDS ADMINISTRATOR

DATE

May 11, 2006

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

INDEX

SCHEDULE 7 DEPARTMENT OF ECONOMIC DEVELOPMENT

	Item	Page
<u>ADMINISTRATIVE DIVISION</u>	7-1	6
TEAM WORK PLANS	7-1-1	6
<u>BUSINESS RECRUITMENT AND EXISTING BUSINESS ASSISTANCE</u>	7-5	9
BUSINESS RECRUITMENT	7-5-1	9
EXISTING BUSINESS ASSISTANCE	7-5-2	10
INDUSTRIAL TECHNICAL ASSISTANCE FILES	7-5-2-1	10
INFORMATION FILES	7-5-1-4	9
INTERNATIONAL TRADE INFORMATION FILES.....	7-5-2-2	10
NEBRASKA MANUFACTURING FILES.....	7-5-1-7	10
PROSPECT FILES	7-5-1-5	9
SITE AND BUILDING FLIER FILES	7-5-1-6	9
TRAINING PROGRAM FILES	7-5-2-3	10
<u>COMMUNITY AND RURAL DEVELOPMENT DIVISION</u>	7-3	7
COMMUNITY ASSISTANCE PROGRAM FILES	7-3-1	7
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM; STATE PROGRAM FILES FOR THE NON-ENTITLEMENT PROGRAM	7-3-3	8
COMMUNITY FILES (NCIP, ANCP, and UCIP)	7-3-2-1	7
COMMUNITY IMPROVEMENT PROGRAMS FILES AND ADMINISTRATIVE FILES (NCIP, ANCP, and UCIP)	7-3-2	7
HOME FILES	7-3-6	8
NAHTF FILES	7-3-7	8
SECTION 107 TECHNICAL ASSISTANCE GRANT FILES	7-3-5	8
<u>DELETED RECORDS</u>		13

<u>GENERAL RECORDS</u>	7-7	12
CONTRACTS.....	7-7-6	12
DATABASES.....	7-7-7	13
LOCAL GOVERNMENT AUDITS	7-7-2	12
RECORDS DISPOSITION REPORT (BLANK FORM)		14
PRESS RELEASES/NEWSPAPER CLIPPINGS.....	7-7-5	12
PUBLICATION FILES	7-7-1	12
TRIP REPORTS.....	7-7-4	12
<u>PUBLIC INFORMATION OFFICE</u>	7-2	6
NEWSLETTERS	7-2-6	6
PHOTOGRAPHIC FILES	7-2-4	6
PUBLIC RELATIONS FILES.....	7-2-2	6
PUBLIC RELATIONS/EDUCATION ANALYSIS.....	7-2-1	6
SPECIAL EVENTS FILES.....	7-2-5	6
<u>RESEARCH GROUP</u>	7-6	11
ADVERTISING ANALYSIS	7-6-4	12
AGRICULTURAL RESEARCH PROJECT FILES	7-6-1	11
MAIL REPORTS	7-6-3	11
RESEARCH PROJECT FILES	7-6-2	11
<u>TRAVEL AND TOURSIM DIVISON</u>	7-4	8
NEBRASKA VACATION GUIDE TRAINING MANUAL	7-4-1	8
RADIO AND TELEVISION PROMOTION FILES	7-4-2	8
TOURSIM MARKETING GRANTS	7-4-8	9
TRAVEL INDUSTRY AWARDS.....	7-4-7	8

SCHEDULE NO. 7 DEPARTMENT OF ECONOMIC DEVELOPMENT

7-1 ADMINISTRATIVE DIVISION

7-1-1 TEAM WORK PLANS

Each division of the Department of Economic Development develops goals and objectives, which are consolidated and used in their management by objectives program.

Dispose of after superseded or obsolete.

7-2 PUBLIC INFORMATION OFFICE

7-2-1 PUBLIC RELATIONS/EDUCATION ANALYSIS

Computer report of advertising insertions, number of responses, who responded, date of response, etc.

Dispose of after 1 year.

ELECTRONIC DATA: See Item #7-7-7.

7-2-2 PUBLIC RELATIONS FILES

Records of transactions with advertising agencies and publishers. Includes purchase orders, change orders, copies of insertions, etc.

RECORD COPY: Dispose of after 3 years, provided audit has been completed. ¹

PURCHASE ORDERS: Dispose of according to Schedule 124.

ALL OTHER RECORDS: Dispose of after 3 years.

7-2-4 PHOTOGRAPHIC FILES

Includes color slides and photographs of Nebraska points of interest used for promotional purposes.

Dispose of poor quality photographs; dispose of all other photographs and negatives when of no further reference value, subject to review by the State Archivist before disposal for possible accession.

7-2-5 SPECIAL EVENTS FILES

Documents recording coverage of special public events in which the Department of Economic Development was involved.

Transfer to the State Archives after 5 years, retain permanently.

7-2-6 NEWLETTERS

Monthly newsletter about the Department of Economic Development current events and issues.

FINAL PUBLICATIONS: Dispose of after no longer of reference value, subject to review by the State Archivist before disposal.

ELECTRONIC FILES: Notify State Documents Librarian before removing them from agency Internet websites.

PUBLICATION FILES: See schedule 124.

ALL OTHER DOCUMENTS: Dispose of after no longer of reference value.

7-3 COMMUNITY AND RURAL DEVELOPMENT DIVISION

7-3-1 COMMUNITY ASSISTANCE PROGRAM FILES

Records concerning the administration of various community developments and housing assistance programs, which are designed to assist communities. Records include Department of Economic Development guidelines, trip reports, community program reports, samples of housing survey instruments, published housing survey reports, meeting minutes of the state housing advisory board, correspondence, etc.

COMMUNITY PROGRAM REPORTS: Dispose of according to item #7-7-6.

COMMUNICATIONS/CORRESPONDENCE: Dispose of according to Schedule 124.

GUIDELINES: Dispose of when superseded or obsolete.

HOUSING SURVEY REPORTS: Dispose of according to item #7-7-6.

MEETING MINUTES: Dispose of according to Schedule 124.

TRIP REPORTS: Dispose of after 1 year.

OTHER COPIES: Dispose of when no longer of reference value.

7-3-2 COMMUNITY IMPROVEMENT PROGRAMS, FILES, AND ADMINISTRATIVE FILES (NCIP, ANCP, and UCIP)

The Department of Economic Development conducts an annual Community Improvement Contest for Nebraska Communities. Community officials submit entry forms containing the town name, project type, names of local participants and information on improvements made during the preceding year. Records include information and correspondence on arrangements for the awards ceremony, sponsors, meeting notes, letters of invitation, and other related documents.

Dispose of after 3 years and review by the NCIP Coordinator, subject to review by the State Archivist for possible accession.

7-3-3 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM; STATE PROGRAM FILES FOR THE NON-ENTITLEMENT PROGRAM

The Department of Economic Development administers the federally funded Community Development Block Grant Program (CDBG); State Program for the non-entitlement areas of Nebraska established by Title I of the Housing and Community Development Act of 1974 (P.L. 93-383) as amended through the Housing and Urban--Rural Recovery Act of 1983 (P.L. 98-181). File includes state administrative records and local government applicant and grantee records funded under Section 106 (d) (1) of the Act.

STATE GRANT AGREEMENT RECORDS: Transfer to the State Records Center after closing and audit; dispose of after 4 years.¹

LOCAL APPLICANT RECORDS: Transfer to the State Records Center after audit; dispose after 3 years.¹

LOCAL GRANTEE RECORDS: Transfer to the State Records Center after closing and audit; dispose of after 4 years.¹

NONEXPENDABLE PROPERTY RECORDS: Dispose of 2 years after final disposition of property.

7-3-5 SECTION 107 TECHNICAL ASSISTANCE GRANT FILES

The Department of Economic Development provides technical assistance in communities and economic development through federal funding authorized under Section 107(A)(4) of Title I of the Housing and Community Development Act of 1974 (P.L. 93-383) as amended through the Housing and Urban-Rural Recovery Act of 1983 (P.L. 98-181). File includes state administrative records and subcontractor records.

Transfer to the State Records Center after closing and audit; dispose of after 3 years.¹

7-3-6 HOME FILES

The Department of Economic Development administers the federally funded HOME program. Files includes state administrative records and local government applicant and grantee records.

STATE GRANT AGREEMENT RECORDS: Transfer to the State Records Center after closing and audit; dispose of after 5 years.¹

LOCAL APPLICANT RECORDS: Transfer to the State Records Center after audit, dispose of after 5 years.¹

LOCAL GRANTEE RECORDS: Transfer to the State Records Center after closing and audit; dispose of after 5 years.¹

7-3-7 NAHTF FILES

The Department of Economic Development administers the state funded Nebraska Affordable Housing Trust Fund. Files includes state administrative records and local government applicant and grantee records.

STATE GRANT AGREEMENT RECORDS: Transfer to the State Records Center after closing and audit; dispose of after 3 years.¹

LOCAL APPLICANT RECORDS: Transfer to the State Records Center after audit, dispose of after 3 years.¹

LOCAL GRANTEE RECORDS: Transfer to the State Records Center after closing and audit; dispose of after 3 years.¹

7-4 TRAVEL AND TOURISM DIVISION

7-4-1 NEBRASKA VACATION GUIDE TRAINING MANUAL

Manual used to train vacation travel guides.

Dispose of when superseded or obsolete.

7-4-2 RADIO AND TELEVISION PROMOTION FILES

This division prepares radio scripts, jingles, and television spots promoting Nebraska tourism. The files include scripts, tapes, films, etc.

Transfer 2 copies of all materials, including 1 copy of any film or tape produced, to the State Archives when superseded or obsolete; retain permanently.

7-4-7 TRAVEL INDUSTRY AWARDS

Records concerning the nominations and selection of businesses, industries, media and communities for the Travel Industry Award.

NOMINATIONS: Dispose of after 2 years.

LIST OF AWARD WINNERS: Retain permanently.

7-4-8 TOURISM MARKETING GRANTS

The Tourism division allocates funds within budget guidelines for tourism entities for marketing events, regional promotion, and general marketing of Nebraska.

APPLICATIONS: Transfer to the State Records Center after 3 years; dispose of after 5 years.

GRANTS AWARDED: Transfer to the State Records Center after 3 years; dispose of after 5 years, provided audit has been completed, subject to review by the State Archivist before disposal.¹

7-5 BUSINESS RECRUITMENT AND EXISTING BUSINESS ASSISTANCE

7-5-1 BUSINESS RECRUITMENT

7-5-1-4 INFORMATION FILES

Includes information on tax rates in Nebraska and other states, on labor, energy, and transportation resources, and other information used to attract industries considering Nebraska locations is located on the DED website.

PAPER RECORD: Dispose of when obsolete.

ELECTRONIC DATA: See item # 7-7-7.

7-5-1-5 PROSPECT FILES

Correspondence with businesses considering setting up operations in Nebraska. NOTE: These records are confidential according to Sec. 84-712.05, R.R.S. 1943.

Dispose of after the last date of action, subject to review by the Economic Development Patent Technology Contact and the State Archives before disposal for possible accession.

7-5-1-6 SITE AND BUILDING FLIER FILES

Fliers printed by Economic Development in coordination with Nebraska communities to provide potential investors with the specifications of available industrial buildings and sites. Information is submitted by community officials on Data Collection Sheets from which the information is consolidated and printed.

Information is in the Location One Information System (Lois) database owned & maintained by NPPD and in the Nebraska Economic Development Information (NEDI) owned & maintained by Aquilla. Both are links to those databases and are located on the DED website.

SITE OR BUILDING FLIERS: Dispose of when superseded or obsolete, subject to review by the State Archives for possible accession.

7-5-1-7 NEBRASKA MANUFACTURER FILES

Economic Development's Manufacturing Extension Partnership (MEP) assists Nebraska businesses with providing information to help them solve technical production problems. These files include financial reports, correspondence and other information concerning the manufacturer's products and operations, and other information produced and/or collected by Economic Development.

Dispose of after 1 year, following the end of the fiscal year to which the record pertains, provided audit has been completed.¹

ALL OTHER NON-RECORDS MATERIAL: Dispose of according to Schedule 124.

7-5-2 EXISTING BUSINESS ASSISTANCE

7-5-2-1 INDUSTRIAL TECHNICAL ASSISTANCE FILES (Obsolete 2005)

Economic Development provides Nebraska industries with information to help them solve technical production problems. This file includes reports, fact sheets, and other information produced or collected by Economic Development.

Dispose of after 2 years, following the end of the fiscal year to which the record pertains, provided audit has been completed¹.

7-5-2-2 INTERNATIONAL TRADE INFORMATION FILES

Information collected about export opportunities for Nebraska businesses. Includes correspondence, information concerning seminars on exporting given by Economic Development staff, and other information concerning exporting.

Dispose of after 3 years, subject to review by the State Archives for possible accession.

7-5-2-3 TRAINING PROGRAM FILES

Records concerning the Department of Economic Development contracts with high schools, technical schools, and colleges to provide training to better suit people for industrial employment. Files include correspondence, training program guidelines, evaluation reports from schools, and copies of contracts with schools, the last of which the Attorney General must approve.

GUIDELINES: Dispose of when superseded or obsolete.

CONTRACTS: Dispose of 5 years after fulfillment of contract, provided audit has been completed.¹

CORRESPONDENCE: Dispose of 5 years after fulfillment of contract, provided audit has been completed.¹

EVALUATION REPORTS: Dispose of 5 years after fulfillment of contract ,provided audit has been completed.¹

7-6 RESEARCH GROUP

7-6-1 AGRICULTURAL RESEARCH PROJECT FILES

This division contracts with research institutes to develop new products from agricultural projects (e.g. Developing a process to make packaging film out of cornstarch). The development of such products may generate contracts, research progress reports, final research reports, correspondence, and patent files. Patent files may include applications, copies of patents, annuities reports, and related correspondence. Note: Some of the above material is confidential. For the purpose of record retention, two classes of Research Reports are established. (Class A) includes Research Reports relative to projects, which have resulted in patent applications or technical information of commercial value. (Class B) includes Research Reports resulting from other projects, which have no potential for patent protection or commercialization.

CONTRACTS: Dispose of 5 years after fulfillment of contract or termination of the agreement, or after any necessary audit, whichever is later.¹

RESEARCH PROJECT REPORTS:

CLASS A (PATENT APPLICATIONS): Transfer to the State Records Center after 3 years or when there is no active program for commercialization, whichever is sooner; dispose of after 10 years or when information contained is duplicated in Final Project Reports, in the U.S. Patent office or in documents supporting any court action in which the State is a party, subject to review by the State Archivist.

CLASS B (NONPATENT APPLICATIONS): Dispose of when superseded or after 5 years, whichever is earlier, subject to review by the State Archivist.

FINAL RESEARCH REPORTS: Dispose of after 5 years or when no longer of evidentiary value, whichever is later, subject to review by the State Archivist.

COMMERCIALIZATION ADMINISTRATION FILES: Dispose of 5 years after fulfillment of agreement or after termination of the agreement.

7-6-2 RESEARCH PROJECT FILES

This Division undertakes research projects (principally economic and demographic) to support the development programs of the Department of Economic Development and occasionally for other state and local government agencies. Research information is gathered both from primary and secondary sources.

CONTRACTS: Dispose of 5 years after fulfillment of contract or after any necessary audit, whichever is later.¹

WORKING PAPERS: Dispose of when no longer of administrative value.

FINAL PUBLISHED REPORTS: Dispose of after 5 years, subject to review by the State Archives before disposal for possible accession.

7-6-3 MAIL REPORTS

Quarterly computer report shows the origin of information and type of requests.

ORIGINAL RECORD: Dispose of after 2 months.

ELECTRONIC DATA: See item # 7-7-7.

7-6-4 ADVERTISING ANALYSIS

Computer report of advertising insertions, number of responses, who responded, date of response, etc.

ORIGINAL RECORD: Dispose of after 1 year.

ELECTRONIC DATA: See item # 7-7-7.

7-7 GENERAL RECORDS

7-7-1 PUBLICATION FILES

Records of many publications of the Department of Economic Development. Includes background material, copy (drafts), original art work, photo negatives, prints, flats, and final publications. Copies of publications are circulated through Publications Clearinghouse.

See Schedule 124.

7-7-2 LOCAL GOVERNMENT AUDITS

Local government audits will be retained for ten years due to the fact that there was federal money involved with the grants, projects, etc.

Dispose of after 10 years.

7-7-4 TRIP REPORTS

Reports of trips made by Economic Development staff.

Dispose of after 1 year.

7-7-5 PRESS RELEASES/NEWSPAPER CLIPPINGS

Copy of press releases and newspaper clippings from the Department of Economic Development.

PRESS RELEASES: See schedule 124.

NEWSPAPER CLIPPINGS: Dispose of after 2 years.

7-7-6 CONTRACTS

The Department of Economic Development maintains original copies of contracts. Divisions maintain duplicate copies of the contract in the respective files. Contracts are for consulting services, advertising services, publishing services, research services, construction, etc.

ADMINISTRATIVE DIVISION CONTRACTS: Dispose of 5 years after fulfillment of contract provided audit has been completed.¹

ALL OTHER DIVISION COPIES: Dispose of after fulfillment of contract or when no longer of reference value, whichever is sooner.

7-7-7 DATABASES

Information contained in: MITAS, File Maker Pro, Tour Mail, Travel Conference, Affiliates, Diplomats, NEDED, MEP Company, Labor Survey, Business Retention Expansion, and Travel Approval Databases.

ELECTRONIC RECORDS IN ABOVE MENTIONED DATABASES (Except MITAS):

ADDRESS AND CONTACT NAMES: Dispose of when superseded or obsolete, whichever is sooner.

MITAS DATABASE RECORDS: Retain permanently.

SECURITY BACKUP COPY: Back up daily; back up weekly. Recycle backups after 7 days.

ADDITIONAL SECURITY BACKUP: Maintain mirrored RAID 1 configuration of all databases.

DELETED RECORDS

- 7-5-1-1 COMMUNITY FACT BOOKS (Obsolete 2005)
- 7-5-1-2 COMMUNITY INFORMATION FILES (Obsolete 2005)
- 7-5-1-3 COMMUNITY PROFILE FILES (Obsolete 2005)

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.
-

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

--

DATE	SIGNATURE
------	-----------

SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet